

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



To: All CFSA Staff Administrative Issuance: CFSA-06-6

From: Ronnie Charles, Deputy Director for Administration

Effective Date: March 1, 2006

Re: Use of Private Vehicles for CFSA Official Business

This administrative issuance serves to inform Child and Family Services Agency (CFSA) staff of the procedures for using their own private vehicles while on official CFSA business. This administrative issuance is applicable to all full time Agency employees who have obtained approval to use a personal vehicle for official CFSA business.

If you have any questions about this administrative issuance, please contact the Facilities Management Administrator.

Employee Procedures and Requirements for CFSA-Approved use of a Private Vehicle on Official Business

1. The use of personal vehicles for official CFSA business is optional. Incentives will be provided only to those staff who use their personal vehicles to transport clients.
2. CFSA employees must receive written authorization from their Administrator to use their personal vehicle for official CFSA business.
3. In order to use a personal vehicle for official CFSA business, the employee must have a valid state driver's license. (The license cannot be revoked or suspended). Employees using a personal vehicle for official business must have automobile insurance and shall provide verification of automobile insurance to FMA prior to transporting clients.
4. Failure of the employee to provide accurate and up to date information on their driver's license and automobile insurance, or to otherwise obtain proper authorization for use of a personal vehicle, may disqualify the employee for representation by the District Government if an accident occurs.
5. In order to obtain authorization to transport clients in a personal vehicle, an employee must have a rider (i.e. additional coverage) attached to their automobile insurance policy to cover risks associated with transporting such passengers.
6. A CFSA employee whose vehicle is damaged while carrying out CFSA business is not entitled to reimbursement from the District government for damages. An employee seeking payment for property damage should file a claim with his or her own insurance carrier or make a claim against any other responsible party.

7. CFSA will reimburse the employee for mileage and tolls in accordance with the guidelines and rates established by the District of Columbia. Proof of mileage and tolls must be provided in writing to the employee's supervisor for written approval to receive reimbursement. An employee shall complete and submit the Daily Field Itinerary Form (DHS 614) to their supervisor when using their personal vehicle for official business.
8. An employee must submit the Travel and Related Expense Voucher (FMS 432) to Fiscal Operations in order to obtain mileage reimbursement.
9. In the event of an accident while operating any vehicle within the scope of employment, an employee should immediately notify his or her supervisor, complete an Unusual Incident Report Form and submit to the CFSA Office of Risk Management, and send a written request for representation to the Office of the Attorney General for the District of Columbia at 441 Fourth Street, NW, Washington, D.C. 20001.